

I.	<u>Position Title:</u>	Office Coordinator- Parks & Recreation	<u>Revision Date:</u>	02/14
			<u>EEO Category:</u>	Admin. Support
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	30605

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Assistant Parks & Recreation Director, handles executive and office correspondence, maintains confidential records, prepares agendas, and performs other related duties.

III. Essential Duties:

- Supervise secretarial/front office staff.
- Prepare payroll.
- Coordinate the marketing process.
- Create and approve purchase orders.
- Conduct and monitor quarterly and yearly evaluations of office staff.
- Type office correspondence, memos, and other documents.
- Receive and handle telephone calls and walk-in public.
- Assist with budget preparation.
- Maintain department personnel and other confidential records.
- Schedule meetings and appointments, and prepare agendas.
- Manage paperwork for cemetery and burials.
- Photocopy, index and file various documents
- Perform research, prepare reports, and facilitate projects/programs.

IV. Marginal Duties:

- Occasional need to drive.
- Respond to employees concerns and questions.
- Maintain records pertaining to routine office business.
- Assist with ticket sales and scheduling staff to work community events.
- Attend TQM, Supervisory, and Safety Committee meetings.
- Collect payroll information.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires high school diploma or equivalent. Requires one year of secretarial or business training.

Experience: Requires four years administrative secretarial or related experience.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Certifications/Licenses: Must possess a valid Utah Driver's License.

Knowledge of: Effective customer service practices; correct English usage, spelling, vocabulary, and arithmetic; preferred knowledge of MS Office; Groupwise; clerical and general office practices, procedures, and equipment; office management; basic accounting; data entry and word processor; effective filing procedures.

Responsibility for: Supervision of office staff including performance reviews. Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.

Communication Skills: Communicate and work effectively verbally and in writing; contact with the public and other City departments; furnishing and obtaining information; contacts requiring tact and judgment to avoid friction; frequent contacts involving the carrying out of programs and schedules.

Tool, Machine, Equipment Operation: Type 50 wpm, regular use of office equipment including computer, printer, calculator, telephone, fax machine, and adding machine; frequent use of copy machine; good working knowledge of computer programs including MS Office and Sportsman (department software program).

Analytical Ability: Establish and maintain effective working relationships with employees and the public; work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls. Moderate physical exertion is present because of moderate stooping and kneeling. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate mental effort and fatigue are present daily due to exposure to deadlines and stressful situations; constant attendance is required; frequent exposure to heavy telephone and walk-in traffic.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____

DATE:_____

PERSONNEL DEPT. APPROVED BY:_____

DATE:_____